

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: TIMELINES FOR RELEASE OF WAGE RECORDS FOR
PERFORMANCE EVALUATION

This information bulletin revises the timelines for the release of Unemployment Insurance wage record data for the evaluation of Workforce Investment Act (WIA) program performance. This bulletin revises the timelines issued in the *WIA Participant Reporting Handbook*, April 2001. In accordance with the requirements of the California Unemployment Insurance Code, individual wage record data are not available to WIA grant recipients that are not Local Workforce Investment Areas (LWIA).

1. On the 20th of the each month, all WIA grantees transfer participant data using the Job Training Automation (JTA) system Extract WIA, XWID process. The files transmitted in March, June, September, and December will be used for the quarterly wage record match.
2. On or about April 1, July 1, October 1 and January 1, the participant data files are forwarded for an automated match against the Employment Development Department's employer reported wage records. The wage records are matched to the WIA participant records based on the Federal specifications stated in Department of Labor (DOL) Training and Employment Guidance Letter [7-99](#).
3. Within 7-10 working days after the submission of the data for matching to the wage record files, the Workforce Investment Division will issue a JTA system release to the LWIAs loading the wage record outcome information into the LWIA databases.
4. In accordance with DOL guidance, the LWIAs have thirty days; from the day the wage information is released to them, to enter supplemental employment verification data. These supplemental data will be transmitted to the State through the LWIA's next XWID process.

The WIA Follow-up Information (EWIF) form JTA screen should be used to record the supplemental employment data gathered for WIA clients who have exited the program. When the XWID process is run, the supplemental data will automatically transmit to the State.

An Example of Base Wage Process

1. The XWID is transmitted to the State by March 20, 2005.
2. Participant records are submitted for matching to the EDD wage record files on approximately April 1, 2005. Due to the lag in the availability of wage records, the most recent quarter of wage records available will be December 2004. Due to improvements in processing time, wage records are available for use by State staff 80-90 days after the close of a quarter.
3. This wage record data will be released to the LWIAs through the JTA system on or about April 15, 2005, via a JTA system release.

If you have any questions regarding the process, please call the JTA Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division